

Instructions on Entering Holiday Pay into PeoplePlus

Instructions for entering time into People+ for hours worked on a Holiday

(Employees **not** on Standby Duty Roster)

If you worked your full regular schedule (8, 9, or 10 hours) on the holiday, those regularly scheduled hours should be entered under **"HOLWK"** which will be **paid at a premium pay rate** and charged to a Site/response. Employees that work a flexible or Standard 40 hours/5 Days a Week work schedule shall not exceed 8 hours of holiday premium pay.

For hours worked in excess of your regular scheduled (8, 9, or 10 hours), add another line **"OVTHR"** and record the excess as OT hours which will be **paid at your regular OT rate** and charged to a Site/response.

If you **worked less than** your regular scheduled (8, 9, or 10 hours) enter **only** the number of hours you worked with the code **"HOLWK"** which will be **paid at a premium rate** and charged to a Site/response. Add a line with the code **"HOLIDAY"** to record the **balance of hours you did not work** which will be **paid at your regular rate** and charged to the employee's FAN.

Instructions for entering time into People+ for hours worked on a Holiday

(Employees **on** Standby Duty Roster)

Enter your full regular scheduled (8, 9, or 10) hours on the holiday, those regularly scheduled hours should be recorded and coded **"HOLIDAY"** charged to the employee's FAN. Employees that work a Flexible or Standard 40-hours/5Days a Week work schedule shall not exceed 8 hours of holiday premium pay.

Add another line **"OVTHR"** and record the total number of hours you worked (your regular schedule + OT). Example: employee's regular schedule is 8 hours. The employee worked a total of 10 hours should be recorded 8 **"HOLIDAY"** and 10 **"OVTHR"**. The 10 **OVTHR** should be charged to the Site/response.

Night Differential Pay

Equal to 10% of the employee's basic rate of pay (excludes other pay such as stand by duty pay).

Night pay differential is in addition to overtime, Sunday, or holiday pay payable under this subpart and it is not included in the rate of basic pay used to compute the overtime, Sunday, or holiday pay.

1. For regular and compressed work schedule (CWS) employees, night pay entitlement is generated when management assigns any portion of the employee's regularly scheduled tour of duty (regular 80 hours per pay period and including regular overtime) to be performed between 6 p.m. and 6 a.m. Hours that are not part of the employee's regularly scheduled tour of duty that are performed during hours in the night zone (6 p.m. to 6 a.m.) are compensable as overtime hours.

NOTE: In order to be eligible for night differential an employee must be scheduled by a supervisor, in writing, prior to the beginning of the pay period to work the hours that will be performed between

6 p.m. and 6 a.m., this includes overtime unless emergency demands make advance notice impossible.

2. For Flexible Work Schedule (FWS) employees, night pay entitlement is generated only if management requires that hours of the employee's regular schedule are performed during the night zone period, and the employee does not have the option to work at least eight hours during the day zone (6 a.m. to 6 p.m. for that day). If the FWS employee has the latitude to work eight hours during the day zone, and elects to work regular tour hours in the night zone, those hours are not entitled to night pay. They are paid as straight hours.

3. Employees receiving standby duty pay cannot be given night pay for those night pay hours. See below:

In accordance with 5 CFR 550.141, pay for hours outside the employee's regularly scheduled tour of duty instead of regularly scheduled overtime, night, holiday or Sunday work, during which a substantial part consists of remaining in a standby status rather than perform work...

In accordance with 5 CFR 550.161 on relationship to other payments, an employee receiving premium pay on an annual basis under 5 CFR 550.141 may not receive premium pay for regular, overtime work or work at night or on a holiday or on Sunday under any other section of this subpart. An agency shall pay the employee in accordance with 5 CFR 550.113 and 550.114 for irregular or occasional overtime work.

Relation to Other Premium Pay

Night pay is paid in addition to overtime, Sunday, or holiday premium pay.

Relationship to Basic Pay

Night pay is **not** basic pay for any purpose.

Relationship to Leave

An employee is entitled to night pay for paid leave only when the total amount of paid leave during a biweekly pay period is less than 8 hours.

If an employee takes eight or more hours of leave in a pay period, the employee does not receive a night pay differential for leave taken that pay period.

For additional information please see the OPM guidelines for Night Pay at <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/night-pay-for-general-schedule-employees/>

How to record Night Pay in PeoplePlus

Regular Scheduled Hours

- After the proper authorization has been received, employees scheduled to work a normal shift between the hours of 6:00 p.m. and 6:00 a.m. should record the hours using the time reporting code for Regular hours (REGHR) and then add an additional line and record the equivalent amount using the time reporting code for Night Differential-GS (NTDIF).

Timesheet

EmplID:

Empl Rcd Nbr: 0

Enter or change time reporting data in the following table.
If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

View All First 1-3 of 3 Last

Timesheet

Sun 9/3	Mon 9/4	Tue 9/5	Wed 9/6	Thu 9/7	Fri 9/8	Sat 9/9	Sun 9/10	Mon 9/11	Tue 9/12	Wed 9/13	Thu 9/14	Fri 9/15	Sat 9/16	Time Row Total	Reporting Code	Short Description	A
		8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		72.00	REGHR	Basic Pay	
	8.00													8.00	HOLDY	Holiday	
		8.00	8.00											16.00	NTDIF	NightDif GS	
Total Hours																	
0.00	8.00	16.00	16.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00				
														Period Total:		FAN Total:	
														96.00		96.00	

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Add a New Line

Apply Schedule

Calc Timecard

Previous Period

Next Period

Save

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Regular Scheduled Overtime Hours

2. After the proper authorization has been received, employees scheduled to work overtime between the hours of 6:00 p.m. and 6:00 a.m. should record the overtime hours using the time reporting code for Overtime In Schedule (OTINS) and then add an additional line to record the hours that are eligible for Night Differential using the time reporting code for Night Differential OT (NTDOT).

Example #1:

If an employee is scheduled to work overtime from 4:00 p.m. to midnight only the hours that are scheduled after 6:00 p.m. are eligible for night differential. In this example that would be 6 hours.

Timesheet

EmplID:

Empl Rcd Nbr: 0

Enter or change time reporting data in the following table.
If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

View All First 1-4 of 4 Last

Timesheet

														Time	Row	Reporting	Short	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Code	Description	Account	
9/3	9/4	9/5	9/6	9/7	9/8	9/9	9/10	9/11	9/12	9/13	9/14	9/15	9/16					
		8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		72.00	REGHR	Basic Pay		
	8.00													8.00	HOLDY	Holiday		
					6.00									6.00	NTDOT	NightDif OT		
					8.00									8.00	OTINS	Overtime		
Total Hours																		
0.00	8.00	8.00	8.00	8.00	22.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	Period Total: FAN Total:				
														94.00	94.00			

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Add a New Line

Apply Schedule

Calc Timecard

Save

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Example #2:

If an employee is scheduled to work his/her normal 8 hour shift from 6:00 p.m. to 2:30 a.m. (8 work hours and a half hour for lunch) and is scheduled to work overtime from 2:30 p.m. to 6:00 a.m. then the employee would record 8 hours of Regular hours (REGHR) and 3.5 hours of Overtime In schedule (OTINS). The Night Differential will be recorded as 8 hours of NTDIF and 3.5 hours of NTDOT.

Timesheet

EmplID:

Empl Rcd Nbr: 0

Enter or change time reporting data in the following table.
If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

View All First 1 of 5 Last

Timesheet

Sun 9/3	Mon 9/4	Tue 9/5	Wed 9/6	Thu 9/7	Fri 9/8	Sat 9/9	Sun 9/10	Mon 9/11	Tue 9/12	Wed 9/13	Thu 9/14	Fri 9/15	Sat 9/16	Time Total	Reporting Code	Short Description	Accou
		8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		72.00	REGHR	Basic Pay	
	8.00													8.00	HOLDY	Holiday	
					8.00									8.00	NTDIF	NghtDif GS	
					3.50									3.50	NTDOT	NghtDif OT	
					3.50									3.50	OTINS	Overtime	
Total Hours														Period Total: FAN Total:			
0.00	8.00	8.00	8.00	8.00	23.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	95.00		95.00	

☐ Attest and Submit? ☐ Verify and Submit?

Add a New Line Apply Schedule Calc Timecard Previous Period Next Period

Save Load Favorites

Biweekly Cap on Premium Pay

A biweekly pay limitation exists that limits the amount of premium pay that can be paid during a biweekly pay period. Premium pay cannot be paid to employees to the extent that doing so would cause an employee's basic pay, overtime pay, the dollar value of compensatory time off, night pay, annual premium pay, Sunday premium pay, and holiday premium pay to exceed the **greater** of the **biweekly** rate for GS15, step 10 or level V of the Executive Schedule.

This limit may be waived for employees performing emergency work or mission critical work. Once the limit is lifted, premium pay may be paid in addition to basic pay up to the **greater** of the **annual** rate for GS-15, step 10 or level V of the Executive Schedule. This limitation may be lifted for those employees involved in emergency work as approved by the Regional Administrator.

Hazard Pay Differential

Employees may be authorized to receive up to 25% of basic pay to be paid as a Hazard Pay Differential for work involving physical hardship or hazard. The Schedule of Pay Differentials for Hazardous Duty is found in EPA Order 3100.3A and in 5 CFR at Part 550. When an employee performs duty for which a hazard pay differential is authorized, regardless of the number of hours, the employee will be paid the differential for the all hours in a pay status on the day on which duty is performed. In accordance with 5 CFR 550.905, employees may not be paid a hazardous duty differential for hours for which they receive annual premium pay for regularly scheduled standby duty. For guidance on requesting this differential, please see EPA Order 1300.3A.

Regularly Scheduled Standby Duty Pay

A number of our employees are receiving premium pay on an annual basis in lieu of overtime pay for regularly scheduled overtime. These employees receive a fixed percentage of their rate of basic pay every pay period until they are removed from standby duty. These employees may receive overtime or compensatory time for overtime work which is scheduled after the beginning of the administrative work week (Sunday). This is known as irregular and occasional overtime. Work scheduled prior to the beginning of the administrative work week for overtime occurring that week is regularly scheduled overtime.

In accordance with 5 CFR 550.163, an employee receiving standby duty pay on an annual basis may not receive premium pay for regular overtime work or work at night or on a holiday or on a Sunday. In addition, 5 CFR 550.905 states that employees may not be paid a hazardous duty differential for hours for which they receive annual premium pay for regularly scheduled standby duty.

Sunday Pay

A full-time employee is entitled to 25 percent of basic pay for work performed during a regularly scheduled tour of duty that begins or ends on a Sunday. Sunday pay is not paid in addition to overtime hours of work. An employee under a standard work schedule is entitled to overtime pay for hours of work on Sunday that are in excess of 8 hours in a day or 40 hours in a week. An employee whose flexible work schedule includes work on Sunday is entitled to overtime pay for hours of work in excess of 8 hours in a day or 40 hours in a week and which are officially ordered in advance. An employee whose compressed work schedule includes work on Sunday is entitled to overtime pay for hours of work in excess of the employee's compressed work schedule on that day. When an employee has a regularly scheduled basic tour of duty that begins or ends on Sunday and includes night work (between 6 p.m. and 6 a.m. for GS employees), the employee is entitled to night pay in addition to Sunday premium pay for work during night hours of the Sunday tour of duty.

Holiday Pay

For each hour of holiday work, employees receive holiday premium pay. Holiday premium pay is equal to an employee's rate of basic pay. Employees who are required to work on a holiday receive their rate of basic pay, plus holiday premium pay, for each hour of holiday work. (See 5 U.S.C. 5546(b).)

Employees who are required to perform any work during basic (nonovertime) holiday hours are entitled to a minimum of 2 hours of holiday premium pay. (See 5 U.S.C. 5546(c).)

Standard (40-Hour/5 Day Week) Work Schedules. Employees are entitled to holiday premium pay if they are required to work on a holiday during their regularly scheduled nonovertime basic tours of duty, not to exceed 8 hours.

Flexible Work Schedules. Employees under flexible work schedules are entitled to holiday premium pay if they are required to work during the hours of their "basic work requirement" (i.e., nonovertime hours) on that day, not to exceed 8 hours. In the event the President issues an Executive order granting a "half-day" holiday, part-time employees on a flexible work schedule are entitled to holiday premium pay if they are required to work during the last half of their "basic work requirement" (i.e., nonovertime hours) on that day, not to exceed 4 hours.

Compressed Work Schedules. Employees under compressed work schedules are entitled to holiday premium pay if they are required to work during their "basic work requirement" on that day. The number of hours of holiday premium pay may not exceed the hours in an employee's compressed work schedule for that day (e.g., 8, 9, or 10 nonovertime hours). (See 5 CFR 610.407.) In the event the President issues an Executive order granting a "half-day" holiday, part-time employees on a compressed work schedule are entitled to holiday premium pay if they are required to work during the last half of their "basic work requirement" (i.e., nonovertime hours) on that day.

Part-time employees do not receive holiday premium pay for working on an "in lieu of" holiday for full-time employees.

If you have specific questions concerning any of these pay provisions, please contact Troy Hill, Acting Human Resources Officer at (214) 665-6647.